ADMINISTRATIVE REDUCTIONS

REFERENCE:

MCO P1400.32B W/8 CHS,

CHAPTER 5

A QUOTE FROM THE REF:

5002.3/P.5-6

"When an enlisted Marine's ***technical*** and/or ***professional*** competence is deficient for the Marine's grade, and all appropriate command attempts at leadership and rehabilitation of the Marine have been unsuccessful, the commanding officer may initiate competency review proceedings to administratively reduce the Marine for incompetence."

DEFINE INCOMPETENCE...

5002.2a/P.5-5

- ACTIONS OR OMISSIONS, *TECHNICAL* OR *PROFESSIONAL*, THAT INDICATE THAT THE MARINE IS NOT CAPABLE OF SATISFACTORY PERFORMANCE IN GRADE CURRENTLY HELD.

TECHNICAL INCOMPETENCE

5002.2a(1)(a)/P.5-5

- CAN'T PERFORM DUTIES & TASKS FOR MOS & GRADE, AS SPECIFIED IN MCO P1200.7 (MOS MAN)
- SHOULD NOT INITIATE ACT UNLESS:

  (1) HAS HAD REASONABLE PERIOD TO SERVE IN MOS & OJT

  (2) SHOULD HAVE BEEN COUNSELED PREVIOUSLY & GIVEN OPPORTUNITY TO CORRECT DEFICIENCY

PROFESSIONAL INCOMPETENCE 5002.2a(2)/P.5-5

- MARINE DOES NOT EXHIBIT MILITARY ATTRIBUTES APPROPRIATE TO GRADE, WHICH INCLUDE BUT NOT LIMITED TO; LDRSHIP, FORCE, INTEGRITY, BEARING, JUDGEMENT, OBEDIENCE, MORAL OR PHYSICAL FITNESS, ENDURANCE AND SELF-DISCIPLINE
- COUNSELING IS RECOMMENDED PRIOR TO INITIATING ACT, BUT MAY NOT BE REQUIRED IN SOME CASES (I.E. USE OF DRUGS OR A SERIOUS OFFENSE)

COUNSELING

5002.3a&b/P.5-6

- WHEN APPROPRIATE, COUNSELING SHOULD BE DOCUMENTED IN THE SRB/OQR PER MCO P1070.12H (IRAM), PAR 4010 ON P. 4-90

  (NOTE: MCO REFS OLD IRAM & PAR)

- FAILURE TO COUNSEL MARINE WILL NOT PREVENT INITIATION OF COMPETENCY REVIEW ACTION

A COMPETENCY REVIEW BOARD (CRB)... 5002.2b/P.5-5

- ...IS A FORMAL ADMINISTRATIVE BODY CONVENED TO CONSIDER SUITABILITY TO CONTINUE TO SERVE IN THE GRADE CURRENTLY HELD. THE MARINE:

  - MUST BE NOTIFY, IN WRITING, OF COMPETENCY REVIEW PROCEEDINGS (SEE EX. LTRS / P.5-16 TO 18)

A COMPETENCY REVIEW BOARD (CRB) (CONT)

- S/B GIVEN OPPORTUNITY TO CONSULT W/JA (IF AVAIL). MAY ALSO CONSULT CIVILIAN LAWYER BUT THERE'S NO RIGHT TO CIVILIAN LEGAL REP @ THE CRB
- THE STRICT RULES OF EVIDENCE USED IN COURTS-MARTIAL ARE N/A FOR CRB's
- MAY CALL WITNESSES TO MAKE VERBAL OR WRITTEN STATEMENTS.
- MARINE'S CMD HAS "BURDEN OF PROOF"

COMPOSITION OF THE CRB

5002.5/P.5-8

- MUST BE AN ODD NUMBER OF MBRS
- MUST APPOINT ATLEAST 3 MARINE OFFICERS (1 MAJ OR ABOVE, IF REASONABLY AVAILABLE)
- MAY USE 1 SNCO, SENIOR TO MARINE IN GRADE, IN LIEU OF A 3D OFFICER
- IF CRB IS REVIEWING MARINE FOR TECHNICAL INCOMPETENCE, SHOULD HAVE SENIOR SNCO OF RELATED MOS, IF NOT AVAILABLE, THIS **DOES NOT** INVALIDATE THE PROCEEDINGS

COMPOSITION OF THE CRB (CONT)

IF MARINE IS...

- *A RESERVIST,* A MAJORITY OF THE CRB S/B RESERVISTS, IF REASONABLY AVAILABLE
- OF A *RACIAL OR ETHNIC MINORITY*, UPON WRITTEN REQUEST, ATLEAST 1 MBR OF THE CRB S/B OF A *RACIAL OR ETHNIC MINORITY,* IF REASONABLY AVAILABLE. THE MARINE & BD MBR **NEED NOT** BE OF SAME RACIAL OR ETHNIC MINORITY
- *A WOMAN MARINE*, UPON WRITTEN REQUEST, ATLEAST 1 MBR OF THE CRB S/B A WOMAN

FINDINGS, OPINIONS & RECOM'S 5002.5j/P.5-10

- CRB WILL BE A CLOSED SESSION
- MUST RECOM EITHER RETAIN IN CURRENT GRADE OR REDUCE
- CRB CAN'T RECOM RED MORE THAN 1 GRADE & MAY RECOM SUSP OF RED (SEE EX. RED LTR FOR INCOMPETENCE / P.5-26)

REC OF PROCEEDINGS & RPT OF THE BD 5002.5k/P.5-10

- REC OF PROCEEDINDS WILL BE IN A SUMMARIZED FORM
- FINDINGS WILL BE /S/ BY ALL MBRS
- THE CRB WILL FWD THEIR FINDINGS VIA THE CMDR WHO CONVENED THE CRB TO THE CMDR WHO IS AUTH TO TAKE FINAL ACTION AS APPROPRIATE OR NECESSARY (SEE EX. RPT / P.5-19)

RED FOR INCOMPETENCE

5002.1a/P.5-4

- CO MAY NOT RED CPL'S TO SGT'SMAJ W/O APPEARING BEFORE A COMP REVIEW BOARD (CRB), EXCEPT FOR...
  - TECHNICAL INCOMP; WAS PROMOTED WHILE SERVING IN BASIC MOS (0100) & FAILS TO COMPLETE QUALIFICATIONS FOR IMOS
- HOWEVER, CO MAY RED PFC's/LCPL's W/OUT A CRB, BUT IS STILL REQR TO NOTIFY MARINE IN WRITING

AUTH TO ADMIN RED

5002.6,7/P.5-10,11

- PFC TO SGT: LOCAL CMDR
  (1200.3b REFERS)
- SSGT AND ABOVE: LOCAL CG
- SPL SITUATIONS WHERE RPT OF THE BD MUST BE FWDED TO THE CG OR TO THE CMC (I.E. THE RED AUTH DISAGREES W/CRBs FINDINGS)

EFF DATES OF RED & DORs

5005.1-3/P.5-14

- CM - EFF DTE & DOR IS DATE SENTENCE IS ORDERED EXECUTED.
- NJP - EFF DATE & DOR IS FROM THE DATE IMPOSED (AWARDED).
- RED FOR INCOMPETENCY - EFF DTE IS THE DATE APPROV TO TAKE FINAL ACT. *HOWEVER, THE DOR WILL BE THE DOR PREVIOUSLY HELD IN THE GRADE TO WHICH RED.*

REDUCTION ORDER(S)…

5006/P.5-15

- MARINES REDUCED IN GRADE WILL BE NOTIFIED IN WRITING USING A "REDUCTION ORDER"
- DIFFERENT FORMATS AUTH ARE:

  - CM ORDER
  - INDIVIDUAL LTR (SEE EX.s / P. 5-25)
  - UNIT SPL ORDER (SEE EX. MCO P1000.6G, 4500.4b / P. 4-92 & 4-99)

“ARE THERE ANY QUESTIONS?”